Grade Management Checklist and Timeline

Preparing Course Sections for Grade Management

✔	Task	Path	Resource	Timeline
	Review School Settings for Grade Preferences– Using the chart in the School Setup guide confirm/change settings as needed	School view > School top tab > Setup side tab > Preferences > Grades	School Setup	Aug/Sep
	Ensure the School Startup checklist items are completed: **Active Schedule, Grade Terms, and Grade Term Cover Maps have been set and saved; Review the Course Catalogue, Schedule Structure, School Calendar.** These items are part of the District and School Start up Tasks Checklist. Ensure they have been completed.	**Set Active Schedule**: School View > School top tab > Schedules side tab. **Grade Terms:** School view > Grades top tab > Grade Terms side tab **Grade Term Cover Maps**: School view > Schedule top tab > Structure side tab > Terms **Course Catalogue**: School view > Schedule top tab > Courses side tab **Schedule Structure**: School view > Schedule top tab > Structure side tab **School Calendar**: School view > School top tab > Calendars side tab	School Setup School Startup Guide District & School Startup Tasks Checklist Grade Management	Aug/Sep
	Assign Transcript Definitions to courses: All courses require transcript definitions for reporting and transcript creation. Rubrics are also assigned to courses assessing against a rubric.	School view > Schedule top tab > Courses side tab	School Setup	Aug/Sep
	Assign Rubric definitions to courses assessing student learning against the rubric.	School view > Schedule top tab > Courses side tab	School Setup	Aug/Sep

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	Prepare Curricular Competencies Curricular Competencies are used within teacher assignments in the standards based gradebook. The course must have a reporting standard rubric attached.	School view > Grades top tab > Grade Input > Curricular Competencies	Grade Management	Aug/Sep
	Prepare Grade Input (Course Dates) – This process creates the date columns for a course section. Preparing Grade Input for Dates can be done for all course sections, a selection of course sections or individually by course section. Course dates are used for 1701, TRAX, SADE, DVR's and Transcripts.	School view > Grades top tab > Grade Input > Prepare Grade Input > Course	Grade Management	Sep/Oct
	Prepare Grade Input (Term) - This process creates grade input columns, based on the transcript definition assigned to the course and the schedule term of the course section. Preparing Grade Input can be done for all course sections, a selection of course sections or individually by course section.	School view > Grades top tab > Grade Input > Options Prepare Grade Input > Term	Grade Management	Sep/Oct
	Grade Post Controls – Grade Term IDs are created when grade input is prepared. Dates can be entered/ adjusted to provide a window for Staff view gradebook mark posting.	School view > Grades top tab > Grade Post Controls	Grade Management	Sep/Oct

✓	Task	Path	Resource	Timeline
	Post Grades - After term grades, comments and work habits are entered through staff or school view, the grades are posted to the transcript record. • Posting Final Grades will populate the completion date into the completion date column. *After final grades are posted, dates must be posted to move the completion date to the transcript record*	School view > Grades top tab > Grade Input side tab > select the sections > Options > Post Grades	Grade Management	Each grade term
	Update "Hide in Portal" flag • Student grades posted from Staff View or from School View are not automatically visible in the family or student portals. • "Hide in Portal" = Y is the default setting on all current year transcript records to avoid the marks and comments being visible in the family or student portal before the school is ready. • Follow district or school process to update the flag from "Y" to "N" before publishing report cards to the Family and Student Portals.	School view > Schedule top tab > Master Schedule side tab	Grade Management	Each grade term

✓	Task	Path	Resource	Timeline
	Post Dates – Dates are posted to populate the transcript record with course dates. They are posted near the beginning of a term for TRAX (1701 DL/CE) and after final grades are posted to populate the completion date. • Active dates in DL/CE are posted throughout the year. • Completion dates are populated by final mark posting, dates should be posted *after* final marks are posted to move the completion date into the transcript record.	School view > Grades top tab > Grade Input side tab > select the sections > Options > Post Grades > select the Post Course Dates checkbox	Grade Management TRAX guide and checklist	DL/CE – throughout the year Before the first TRAX submission Each term with a final grade column, after final grades are posted